



Granite Town Media

Advisory Committee

Meeting Minutes

28 January 2016

Present: Dave Alcox, Kevin Drew, Kevin Federico, Joe Kasper, Mike McInerney, Tom Schmidt

Absent: Tim Finan, Don Jalbert

Guests: Lisa Griffith, Bryan Higgs

Call to Order:

Meeting called to order 7:06 PM

Minutes

December Minutes approved.

Reviewed the updated GTM history to bring it current through the end of 2015.

New Member

Lisa Griffin and Bryan Higgs attended the meeting. Both have expressed interest in joining the GTMAC.

Mobile Camera Kit Status

Equipment arrived and tested. The only issue was Mike needed a different adapter to allow access to recording medium from different equipment. This has been corrected.

Additional functionality - Mike purchased an adapter to output analog video, this will be used most often to support an overflow audience when meetings are held in the Town Hall auditorium. This added \$115 to the cost of the mobile kit.

Underestimated how many microphones are needed to cover three simultaneous meetings. Mike is getting a quote for additional microphones. We currently have enough audio mixers, only need more microphones.

Tom asked about video capture, like the one we use in the BoS meeting room. Mike will check to see how easy it is to add that capability to the mobile kit.

Kevin Drew asked if GTM intended to use the mobile camera kit during the school deliberative session. Mike stated it depends on the experience during the town deliberative session. The school deliberative session is slightly different than other meetings in that the school provides the audio feed. GTM is only responsible for video. Mike discussed issues of cable length and power requirements with multiple cameras.

New Meeting Room

Room still has the old furniture. GTMAC position, after having conducted one meeting, is the furniture is inadequate. Kevin Federico announced at the Jan 25th BoS meeting the room was ready and should start being booked. Tom proposed touring the new meeting room at the conclusion of our meeting.

Water and Sewer Commissioners meeting coverage

W& S commissioners sent a letter to the BoS stating they did not want their meetings televised and included a copy of town attorney Drescher's opinion that they are in compliance with the NH right to know law. At this point GTM coverage of the Water and Sewer commissioners is on hold pending citizen input requesting we cover their meetings.

ATC Equipment Status

- Purchased 5 hand held HD cameras to be used by high school student to produce content for GTM. Cost was split equally between GTM and School. School portion has been received and is back in the GTM Capital revolving fund.
- Mike's students are using the cameras extensively. First program was the Pumpkin Festival. Have several additional programs in the pipeline: ATC Engineering program, Unified basketball and Scrabble tournament. There has been interest expressed by several teachers to film classroom subjects.

Work Item Status

- **Dark Fiber to the school** – utilize spare Comcast fiber between Town Hall and school. Once this is up and running the GTM equipment in the ATC will be an extension of the town hall network. This will reduce Mike's workload and facilitate EZStream upload. Bruce Dickerson, IT Dir, needed to purchase additional fiber optic transceivers. This equipment is in house and should be installed in a few days.
- **Comcast Drop in Mike's office** – Mike has traced out the old coax. Much of it was removed when the Ambulance service moved out. Now that the status of the old cable is known Mike needs to contact Comcast to have them install a new drop in his office. Once this is installed he will be able to monitor the three Cable PEG channels in real time.
- **Web Cam** – has proved to be very popular and has been very stable.
- **Policy and Procedure Manual** – no update Tim will email document to BoS
- **Rear Auditorium speaker** - In previous meetings we discussed adding a speaker at the rear of the auditorium to improve sound quality, much like what we do in the BoS meeting room. Mike will use the Bose speaker column and set it up at the back of the auditorium for the town deliberative session to test.
- **ATC & BoS equipment documentation** – Mike sent out a block diagram of the BoS meeting room GTM equipment. ATC documentation is still in the works.

Video Projects

- Covered Community Action for Safe Teens [CAST](#) Jan 27th presentation at the Milford Boys and Girls club. Airing on PEG rotation, not yet posted to EZStream.
- Goal is to do a police department PSA every month.
- PSA – Winter driving safety
- PSA – Crosswalk safety (in process)
- PSA – Domestic violence (student produced, in process)

Financials –Year end financials are not ready, postponed discussion until next meeting.

School Budget Committee Meeting Coverage – Budget Committee chair concerned meetings are not being made available on EZStream in a timely manner. Mike stated it is a work load issue. It can take up to three days to publish on EZStream. Meetings take about twice as long as actual run time to upload to EZStream. Mike will contact EZStream to see what can be done to improve video upload performance. This is most likely an EZStream issue and not an Internet access problem on our part.

Upcoming Meeting:

25 February 2016 7 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 8:02 PM

Respectfully submitted: Tom Schmidt